

LUZERNE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 24, 2023

PRESENT:

CHARLES SCIANDRA, CHAIRMAN
MICHAEL CEFALO, VICE-CHAIRMAN
VALERIE KEPNER, PH.D., TREASURER
LYNETTE VILLANO, SECRETARY (By Phone)
DENNIS DRISCOLL, ASST. SECRETARY (By Phone)
TOM BINDUS, MEMBER
JOSEPH PADAVAN, MEMBER
GARY POLAKOSKI, MEMBER

ATTORNEY MATTHEW CARMODY, ASST. SOLICITOR

ABSENT:

JOHN YOUNG, ASST. TREASURER

ADMINISTRATIVE STAFF:

ROBERT FIUME, EXECUTIVE DIRECTOR
LEE HORTON, ASSISTANT EXECUTIVE DIRECTOR
JOE ROSELLE, DIRECTOR ADMINISTRATIVE SERVICES/I.T.
RANDY LISMAN, FINANCE DIRECTOR
VINCE COVIELLO, MAINTENANCE DIRECTOR
DENISE BATISTA, HUMAN RESOURCES DIRECTOR
DEBBIE DENNIS, SHARED RIDE DIRECTOR
WAYNE KRAVITZ, OPERATIONS MANAGER
TRACY KLINE, ACCOUNTING MANAGER
FRANK KNOREK, COMPLIANCE ANALYST

OTHERS:

NONE

1. Pledge of Allegiance: Board Chairman, Mr. Sciandra, welcomed everyone to the meeting and invited those present to join him in the Pledge of Allegiance.

2. Roll Call: The following Board Members were present or available by phone for the meeting: Mr. Bindus, Mr. Cefalo, Mr. Driscoll, Dr. Kepner, Mr. Padavan, Mr. Polakoski, Ms. Villano and Mr. Sciandra.

3. Public Comment: None.

4. Approval of Minutes: Board Chairman, Mr. Sciandra asked for approval of the board minutes from

December 20th, 2022 and January 11th, 2023. A motion was made by Mr. Bindus and seconded by Mr. Polakoski. Motion carried.

5. Treasurer's Report: Dr. Valerie Kepner, Chairperson

Dr. Kepner made a motion to accept the treasurer's report, pending audit. The motion was seconded by Mr. Cefalo. All members present voted yes; motion carried.

6. Chairperson's Report: Mr. Charles Sciandra

Mr. Sciandra mentioned we honored Lou Uritz who retired on 1/20/23. He said Lou led our purchasing department for 12 years and did a great job. Mr. Sciandra wished him the best of luck adding that he still may be back to help with projects.

7. Solicitor's Report: Attorney Carmody

Atty. Carmody noted for the record that there was an executive session from 4:15 p.m. until approximately 5:01 p.m. He said during that time the board discussed personnel matters and legal issues. Atty. Carmody added that no decisions or votes were made.

8. Executive Directors Report:

Mr. Fiume said the Murray Site project is continuing to move and we are still on track to move in sometime in February or March of 2024.

He said we are having our triennial review from the FTA in April and are working with the contractors and FTA to get them the information that they need.

Mr. Fiume explained we are working on several new policies; also, safety trainings and other trainings for our drivers.

Mr. Fiume presented the following motions:

Motion to approve the Change Order for the new building. A motion was made by Mr. Bindus and seconded by Mr. Padavan. All members present voted yes; motion carried.

Motion to approve the insurance renewal. Mr. Lisman said the auto is significantly higher this year but that it is happening nationwide. A motion was made by Mr. Padavan and seconded by Mr. Polakoski. All members present voted yes; motion carried.

Motion to approve the updated Safety Committee By-Laws. A motion was made by Mr. Cefalo and seconded by Mr. Bindus. All members present voted yes; motion carried.

Motion to approve the changes to Administration Personnel Policy Manual. A motion was made to table it until the next meeting by Dr. Kepner and seconded by Mr. Bindus. All members present voted yes; motion carried.

9. Committees:

Public Transit Ridership Forum Committee- Valerie Kepner, Chairperson

Dr. Kepner said she did not have a report at this time, she is trying to connect with Toby.

Operations/Safety Committee- Tom Bindus, Chairperson

Mr. Bindus said he came in and discussed the need for CPR and first aid. He explained it would not be mandatory but offered as a service. He said they also discussed the lighting at Shared Ride and the additional signs put up there.

Mr. Sciandra asked if there were security cameras inside and outside the new building. He asked who would monitor them. Mr. Horton said it would be one large TV with multiple cameras on it.

Mr. Fiume said it is all recorded and we would have access to it at your own computer from your desk. Mr. Sciandra asked if it could be accessed through a cell phone. Mr. Horton said there are going to be a lot of cameras but he would check into it.

Strategic Planning Committee- Michael Cefalo, Chairperson

Mr. Cefalo had nothing to add at this time.

Personnel Committee- Joe Padavan, Chairperson

Mr. Padavan said we moved some drivers up from part-time to full-time so we will be looking for some part-time drivers. He said Denisse has been working on the safety manuals and personnel manuals and we are getting close to having those printed. He explained you can't have too many gray areas and are trying to do the best job they can.

Mr. Sciandra said we were going to inform employees of their total compensation at the end of the year. He stated that it would include what we are paying for health care so every individual knows exactly how much their total compensation is.

Mr. Fiume said Randy and Denisse are getting all the information together for the FTA that is due next week and we would then be working on that project.

10. Old Business: No old business was discussed.

11. New Business: None

12. Remarks: No remarks were made.

13. Adjournment: With all business completed, Mr. Bindus made a motion to adjourn, seconded by Mr. Polakoski. Motion carried.

Respectfully Submitted,

BY: Tracy Kline, Secretary to the Board